

Hazardous Waste/Pollution Prevention Coordinator's Responsibilities

Receive the appropriate **hazardous waste and materials transportation** training to make them technically competent to manifest and handle hazardous waste.

Advise local management on how to characterize, store, handle, and appropriately **dispose of hazardous waste**.

Ensure biennial **reports** (or annual reports when State required), monthly hazardous generation logs, inspection reports, and other associated documents **are generated to appropriate authorities**.
(Documentation should be kept for 50 years and should be readily available for auditors' examination.)

Assist smaller locations within their State with hazardous waste characterization, storage, handling, and disposal of hazardous waste.

Conduct weekly inspections of hazardous waste accumulation areas and record findings (include date, time, and inspector's signature) in a log book kept at the storage site). Areas of inspection must include the following determinations:

- Are containers in good condition and free from leaks, spills, or damage, and closed to prevent evaporation?
- Is the fire extinguisher within 30 feet of the storage area and properly charged?
- Is the hazardous waste secured, i.e., locked, in a fenced, secured area, etc.?
- Is a spill kit available and properly stocked?
- Are containers appropriately identified as to contents, labeled "Hazardous Waste," and is there a start date of accumulation?
- Are incompatible wastes segregated?
- Is secondary containment provided?
- Has any container exceeded its storage amount or time (if appropriate)?
- Is waste stored in accordance with State requirements (which are often more strict than Federal law)?

Collect and forward written assurance to SHEWB that the *Hazardous Waste Accumulation Inspection Form*, Appendix 7, APHIS Form 266-R, has been completed by designated personnel.